

ASPINA, INC. OF NEW JERSEY  
BOARD OF DIRECTORS MEETING  
JANUARY 31, 1983

AGENDA

1. READING OF NOTICE
2. APPROVAL OF MINUTES
3. FINANCE COMMITTEE
  - Establishment of Ad Hoc Committee on Property Acquisitions
  - Approval of salary increment for Fiscal Officer
4. PROGRAM
  - Annual Dinner - update
    - ticket distribution
    - sponsorship
    - possible entertainment
    - advertising
  - Luncheon
    - Journal ads
    - tickets
    - keynote speaker
    - (Chair designated) (?)
  - Development Committee
    - concept paper
    - recommendations from Development Officer
5. OTHER REPORT
  - Retiree Outcomes
  - Membership Data
  - Tentative lease agreement with Computer Center
  - Compensation plan
  - New Business

ADJOURNMENT

ASPIRA, INC. OF SAN JERMY  
BOARD OF DIRECTORS MEETING  
JANUARY 21, 1982

MINUTES

PRESENT

Blanca Maldonado-Corvajal  
Jesus Lopez  
Emmanuel Cistron  
David Rivera  
Margaret Rivera  
Rafael Valentin  
Ruth Lago-Alvarez

Carlos Hernandez  
Mario Diaz  
Maria Santiago-Morales  
Ella Salas-Morales  
Margarina Schenker  
Maria Vinciguerra-de Soto

ABSENT

Tania Escala  
Edmundo Torres  
Raul Nieto

1) MINUTE OF NOTICE

Board members indicated that sufficient notice of the meeting was given through verbal reminder and by dates scheduled at the August 1981 Board Orientation.

2) APPROVAL OF BOARD MINUTES OF NOVEMBER, 1981

Blanca Maldonado asked that the minutes related to the Program Committee Report reflect that she was not assigned to work with David Rivera on the concept paper for the Proposed Development Committee. With that correction Carlos Hernandez moved that the minutes be approved with Ms. Maldonado's correction. Motion was seconded by Margaret Rivera. All present voted in favor of the motion.

3) FINANCE COMMITTEE REPORT

Due to his absence at the last Finance Committee Meeting, Carlos Hernandez asked that Mr. Mario Diaz present the report.

Mr. Diaz indicated that the last Finance meeting agenda dealt exclusively with a proposal to develop an Ad Hoc Committee on Property Acquisition. Mr. Diaz explained that the task of this Committee would be to address all of the technicalities required for property purchase by the Board. He presented action items to the Board for ratification and that would charge the Committee to proceed with its tasks.

Ms. Maldonado requested to table any action until another agenda item, the concept paper proposing to establish a Development Committee as a standing Committee was discussed. This was to an effort to clarify where such an Ad Hoc Committee would fit in the organizational structure of the Board. David Rivera, member of the Program Committee, presented the concept paper for an Economic Development Committee.

After review of the proposal and lengthy discussion, the Board agreed that if a Development Committee were established as a standing committee it would focus on fundraising efforts for the programs and operating needs of the Organization and that investment considerations, which had been presented in Mr. Smeers's proposal would be kept in the charge of the Finance Committee. Mr. Makdomek then moved that a Development Committee be established as a standing committee of the Board and that the particular details of its fundraising mission be restricted and presented to the Board at its next meeting. Both Lago Alvarez seconded the motion. All present voted unanimously in favor of the motion.

Mr. Valencia, Board Chair stated that the by-Laws must be revised to incorporate the Development Committee. The next order of business was to elect a Chair for the Development Committee.

Both Lago Alvarez nominated Margie Smeers as Chair. Elia Muñoz seconded the motion. All present voted unanimously to close nominations. The vote for Mr. Smeers was unanimous as well.

Mr. Valencia brought the Ad Hoc committee Property Acquisition back to the table.

Marta Diaz asked for the approval of the two action items establishing the Ad Hoc Committee and its charge. The motion was moved by Carlos Hernandez and seconded by Samuel Estron. All present voted unanimously in favor of the motion. (see attachment on Ad Hoc Committee).

Marta Viscarrondo-de Soto presented another item as part of the Finance Committee Report which she had discussed with the Board Chair.

Marta Viscarrondo-de Soto requested permission to raise the salary of Mr. Victoria Agui, Fiscal Officer to \$18,488, the 1984 pay. Under Board Policy established after the 1983 salary compensation revision, the Executive Director needs Board approval for salary increments beyond step 4 of the Salary Compensation Plan.

Marta Viscarrondo-de Soto presented Mr. Agui's accomplishments during her employment which included setting up the system of operation which was virtually nonexistent, successfully negotiating outstanding tax issues with IRS that resulted in repayment on ASPIRA's part; submitting timely reports to funding sources (another historical deficiency of the agency) and various other accomplishments.

In addition, Marta Viscarrondo-de Soto stated that since the establishment of the Fiscal Officer two years ago the responsibilities have grown. For example as of September 1988 the Fiscal Officer is supervising and training a Bookkeeping Clerk who was added as staff support to that office.

Finally, the Fiscal Officer's position is presently salaried below the going market salaries. Maria Vinciguerra-de Soto expressed that Mr. Ojeda was unhappy with the proposed one step increment and it was Maria Vinciguerra-de Soto's feeling that Mr. Ojeda will leave unless better compensation was provided since she can obtain a better salary elsewhere. Maria Vinciguerra-de Soto stated that stability in the Fiscal Office was critical. There was a review of her credentials. Board expressed concern related to available funds for increment and discussed alternatives.

The Finance Committee, which will review the Salary Compensation Plan in the Spring will look more carefully at the Fiscal Officer position to determine what the comparable salary should be at this point in time. In addition, the Board asked that a updated job description be developed to facilitate the process.

On the motion item the Board voted to approve the request by a vote of 5 yes  
1 no 2 abstentions.

#### 4) FINANCE COMMITTEE - Maria Santiago-Marcade

Mr. Marcade gave a review of the status of the alumni dance and indicated that the major action items were to determine whether Board members will be held responsible for selling tickets and secondly whether there should be a special rate for students. After long discussion the following occurred. Ellen Sadler moved that all Board members would be clearly responsible for selling a minimum of 25 tickets. Samuel Cistron seconded the motion. The vote was 22 yes 2 no 1 abstention. David Kiseria moved not to have a student rate or encourage persons under 21 years of age. Samuel Cistron seconded the motion. Votes were 1 yes 1 no and 1 abstention.

On the March High Luncheon Mr. Marcade noted that Rita de Hartline would be the keynote speaker. She tickets would be printed this next week and that a Luncheon Chair needed to be designated. Ruth Lugo moved that Marcade should be Luncheon Chair. Carlos Hernandez seconded the motion. Vote was unanimous.

#### 5) CHAIR REPORT

Mr. Valentin stated that the agenda items for the Board were addressed and that the minutes of that meeting were being transcribed by Mr. Marcade and would be completed by January 19th.

He stated that he would send a letter thanking Mr. Willie del Rio for facilitating the meeting. Mr. Marcade recommended that Mr. del Rio be given a complimentary ticket to either the Luncheon or Alumni Dance as a token of gratitude. All agreed.

Mr. Valentin then restated his concern that all Board members had not paid membership dues and that they should do so within the next week. In addition he asked the Finance Committee to revisit the issue of the dollar figure that will meet the financial requirement of Board members.

Mr. Valentin reiterated that the Salary Compensation Plan would be reviewed shortly to make any necessary revisions. End of Chair Report.

4) NEW BUSINESS

Mr. Diaz recommended that all Committee Chairs take responsibility to prepare an information sheet and resolutions to be presented in a timely fashion to be disseminated with agenda. All agreed.

Mr. Salasola indicated that Nevada Levels had now missed three Board meetings and asked for Board approval to revoke the attendance policy. Mr. Norvado moved the motion, seconded by Elise Hutton. Motion passed by acclamation.

Ms. Aida Iaa Rodriguez, senior at Harringer High School was reviewed as replacement on the Board. Jesus Lopez gave Board an overview of Ms. Rodriguez's capabilities. After discussion, Mr. Norvado moved to invite Ms. Rodriguez on the Board to complete the term vacated by Mr. Salasola. Seconded by David Kinross. The vote was 10 yes 1 abstaining 0 no's.

Mr. Valcarlos asked for volunteers for new Development Committee and reviewed composition of Committee. It was also agreed that Development Committee may want to invite experts to join them on various projects.

The Committee membership will be as follows:

DEVELOPMENT COMMITTEE

Margaret Rivera  
David Rivera  
Blaine Maldonado

FINANCE COMMITTEE

Carlos Hernandez  
Margarita Robanavilla  
Belinda Torres  
Marie Diaz  
Raul Martel  
Daniel Kinross

PROGRAM COMMITTEE

Marta Norvado  
Elise Hutton  
Jesus Lopez  
Aida Iaa Rodriguez  
Ruth Lopez Alvarez

Carlos Hernandez moved to adjourn the meeting, Ruth Lopez Alvarez seconded the motion. Motion passed by acclamation.

SUBMITTED BY:

Maria Valcarlos-Mc Dow

APPROVED BY:

Ruth Lopez Alvarez